



**Billing Code:** 515-01U

## **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

[NARA-2016-040]

Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Notice of availability of proposed records schedules; request for comments.

**SUMMARY:** The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a).

**DATES:** NARA must receive requests for copies in writing by [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

**ADDRESSES:** You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: [request.schedule@nara.gov](mailto:request.schedule@nara.gov)

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

**FOR FURTHER INFORMATION CONTACT:** Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at 301-837-1799, or by email at [request.schedule@nara.gov](mailto:request.schedule@nara.gov).

**SUPPLEMENTARY INFORMATION:** Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.

## **SCHEDULES PENDING:**

1. Department of Agriculture, Agricultural Research Service (DAA-0310-2014-0003, 10 items, 10 temporary items). Correspondence, reports, contracts, agreements, and experimental data related to agricultural research projects.

2. Department of Agriculture, Farm Service Agency (DAA-0145-2015-0001, 3 items, 2 temporary items). Records related to the Conservation Reserve Program, including correspondence, reports, contract folders, and payment documents. Proposed for permanent retention are significant case files.

3. Department of the Army, Agency-wide (DAA-AU-2016-0032, 1 item, 1 temporary item). Master files of an electronic information system that contains records relating to contracts and contractor personnel in Germany.

4. Department of Defense, Defense Threat Reduction Agency (DAA-0374-2012-0002, 1 item, 1 temporary item). Records regarding the security clearance of individual personnel including interviews, assessments, and investigative reports.

5. Department of Homeland Security, United States Secret Service (DAA-0087-2016-0001, 4 items, 4 temporary items). Accreditation records relating to an agency training facility and courses.

6. Department of the Treasury, Bureau of Fiscal Service (DAA-0425-2016-0009, 2 items, 2 temporary items). Records used to stop potentially improper payments by Federal agencies.

7. Department of the Treasury, Internal Revenue Service (DAA-0058-2016-0016, 1 item, 1 temporary item). Case files for corrections to agency employee retirement plans.

8. Commodity Futures Trading Commission, Risk Surveillance (DAA-0180-2014-0001, 3 items, 3 temporary items). Hypothetical fiscal projections and reports used to perform market risk analysis.

9. National Archives and Records Administration, Government-wide (DAA-GRS-2016-0004, 2 items, 2 temporary items). A General Records Schedule for continuity and emergency planning records.

10. National Archives and Records Administration, Government-wide (DAA-GRS-2016-0005, 5 items, 5 temporary items). A General Records Schedule for records related to public communications and information exchanges between the Federal government, citizens, and stakeholders, including routine operational records for public affairs offices, public correspondence requiring no formal action, product production files, routine media relations records, and routine audiovisual records.

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Chief Records Officer for the U.S. Government

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